

## **RESOLUTION 34-2004**

### **A RESOLUTION ESTABLISHING POLICY FOR NAMING AND RENAMING ROADS IN MADISON COUNTY**

**WHEREAS**, The Madison County Planning Department and/or the Information Technology/Enhanced 911/Geographic Information Systems Department is the County Office responsible for assigning individual addresses to new construction in Madison County, naming and renaming roads where necessary, and readdressing noncompliant structures to State of Montana standards and National Emergency Numbering Association (NENA) guidelines;

**WHEREAS**, the purpose of this resolution is to enhance the easy and rapid location of properties by law enforcement, fire protection services, search and rescue and emergency medical services to protect public health and safety of all persons living, working or visiting in Madison County;

**WHEREAS**, standardization will allow citizens of Madison County the opportunity to rename roads through Petition;

**WHEREAS**, unique naming of roads and renaming of duplicate road names by either the Planning Department, IT/E911/GIS Department or the citizens of Madison County shall be done in consultation with fire and law enforcement;

**NOW THEREFORE BE IT RESOLVED** that, in accordance with 7-5-2101, 7-5-2102 and 7-14-2102, MCA, the following policy is set by the Board of Commissioners of Madison County for naming and renaming roads in Madison County.

#### **I. Administration**

This policy shall be administered by the Madison County Planning Department and/or the IT/E911/GIS Department.

A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. "Landowner(s)" refers to the Landowner(s) of record in the Clerk and Records Office. A road name assigned by the Madison County Planning Department and/or the IT/E911/GIS Department shall not constitute or imply jurisdiction, ownership or right of use of any road. Every effort will be made to keep existing road names and solicit input from Landowners in naming local roads.

#### **II. Road Naming or Renaming Procedures – County Initiated**

The Madison County Planning Department and/or the IT/E911/GIS Department will, over time, establish new road names for unnamed roads where there exists three or more structures along the said road. The Madison County Planning Department and/or the IT/E911/GIS Department will rename existing roads that are duplicated within the boundaries of Madison County. Similar sounding road names will also be eliminated for clarity to emergency service personnel.

The following procedures will be followed in generating new road names:

1. Local fire and law enforcement officials will be asked for input on whether the road in question has a locally accepted name. This would be a name unofficially adopted by local Landowners or perhaps containing historic significance.

2. The Planning Department and/or the IT/E911/GIS Department will research to determine whether the proposed road name already exists in either the county, incorporated cities, towns or communities.
3. The Planning Department will determine if the road name has been reserved for a future development.
4. A Notice of Hearing will be mailed to each Landowner with access off, address assignment on, or property along the road in question, informing them of the date for the County Commission public meeting when the Resolution of Road Naming or Road Name Change will be presented.
5. A Notice of Hearing will be published by the Planning Department and/or the IT/E911/GIS Department in the County public newspaper as an item for discussion during the weekly County Commission public meeting.
6. It will be the responsibility of the Planning Department and/or the IT/E911/GIS Department to bring the Resolution to the weekly public meeting and present it to the County Commission. Public comment will be heard. The County Commission will make a decision on the Resolution. If approved, the Resolution will be passed and delivered to the Clerk and Recorder.
7. Notification will be sent to all Landowners with access off, address assignment on, or property along the road in question. An effective date of road name or road name change will be listed in the Resolution.

In addition to the change of a road name, an address change may also simultaneously take place with the same effective date.

### **III. Road Name Change Procedures – Landowner Initiated**

Madison County Landowners have the opportunity to petition for a Road Name Change to the Madison County Planning Department and/or the IT/E911/GIS Department.

The following procedure will be followed by Landowners in changing existing road names:

1. Meet with a representative of the Madison County Planning Department and/or the IT/E911/GIS Department to obtain paperwork necessary to begin the Road Name Change Policy.
2. Designate an authorized contact person for the Petition.
3. Complete the Petition with the appropriate information and present it to the Planning Department and/or the IT/E911/GIS Department.
4. It will be the responsibility of the Landowners to sign the Petition and obtain at least 51% of the signatures of Landowners along or accessed by the road. Verification of these names will take place with the Clerk and Recorder.
5. A Notice of Hearing will be mailed to each Landowner with access off, address assignment on, or property along the road in question, informing them of the date for the County Commission public meeting when the Resolution of Road Name Change will be presented.
6. A Notice of Hearing will be published by the Planning Department and/or the IT/E911/GIS Department in the County public newspaper as an item for discussion during the weekly County Commission public meeting.
7. It will be the responsibility of the Planning Department and/or the IT/E911/GIS Department to bring the Resolution to the weekly public meeting and present it to the County Commission. Public comment will be heard. The County Commission will make a decision on the Resolution. If approved, the Resolution will be passed and delivered to the Clerk and Recorder.

8. Notification will be sent to all Landowners with access off, address assignment on, or property along the road in question. An effective date of road name change will be listed in the Resolution.

#### **IV. Effective Date and Notification**

This policy shall become effective when adopted by the County Commission.

Once the E911 system takes effect, it shall be the duty of the Planning Department and/or the IT/E911/GIS Department to notify by mail, each property owner and the United States Postal Service of a new address. It shall be the duty of each property owner to post new property numbers, within 60 days following notification from the Planning Department and/or the IT/E911/GIS Department.

Approved this 20th day of December, 2004.

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C. TED COFFMAN, CHAIRMAN

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DAVID SCHULZ

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FRANK G. NELSON

ATTEST: \_\_\_\_\_  
Peggy Kaatz  
Clerk and Recorder  
Madison County